

guidance **INDEX**

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THEME

of the month

Everyone at some time or other is called on to "make a speech," whether it's a report in the classroom or a talk before a club. The booklet in the January SRA Life Adjustment Unit is

entitled *How to be a Better Speaker*, and tackles the problem of how to carry the freedom and ease of everyday speech over to more formal speaking situations. The author, Bess Sondel, is primarily a semanticist, and presents the essentials of good speech in an effective style that supplements her theory of speech as spontaneous, creative activity. (See Review Item No. 42.)

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (§) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

80 items covering 47 subjects of which 42 are free or inexpensive

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for the **COUNSELOR, TEACHER, and ADMINISTRATOR**

Items listed in this category give information on guidance and related fields. Such topics as problems of education, employment, labor, etc., are covered.

Adult Education

1. ***Frontiers in Homemaking Education Programs for Adults.** Elizabeth Riner. Vocational Division Bulletin No. 239, Office of Education. [Govt. Print. Office, Washington 25, D. C.] 1949. 63pp. 20c.

This bulletin describes some successfully tested procedures for beginning and maintaining a program of adult homemaking education as a part of the public-school program. It considers such interests as child development, family living, home furnishing, and consumer education, as well as sewing, cooking, and home management.

Audio - Visual Education

2. ***Improving the Effectiveness of Visual Materials.** John G. Fowlkes. [Educators Progress Service, Randolph, Wis.] 1949. 8pp. Free. Reprinted from *Educators Guide to Free Films*, 1949.

In this leaflet some suggestions for selecting and using films and examples of good films for instructional purposes are given. Criteria for selecting a good film are listed and the teacher's role in the success of the film, in relation to the learning process, is discussed.

Child Labor

3. ***State Child-Labor Standards.** Lucy Manning and Norene Diamond.

Bulletin No. 98 [Bureau of Labor Standards, U. S. Dept. of Labor, Washington 23, D. C.] 1949. 182pp. Apply.

This bulletin offers general information concerning the more important provisions of child-labor and compulsory-school-attendance laws for each state. The minimum ages for employment, hours of work, special restrictions and requirements, employment certificates and age certificates, and other provisions are included. These labor laws usually apply to the employment of young people under 18 years of age but there are some exceptions.

Child Psychology

4. **Children in Conflict: Twelve Years of Psychoanalytic Practice.** Madeleine L. Rambert. [International Universities Press, 227 W. 13th St., New York 11.] 1949. 214pp. \$3.25.

In order to help parents and teachers achieve an understanding of the emotional development of children, this book explains why children act as they do and what methods are used to help them. Detailed descriptions of some of the techniques employed in child psychoanalysis and the various stages of treatment are given. Factual accounts of case histories of children of varying age groups are included.

5. **Your Child Makes Sense: A Guidebook for Parents.** Edith Buxbaum. [International Universities

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Press, 227 W. 13th St., New York 11.] 1949. 204pp. \$3.25.

This book offers helpful advice and guidance to parents, teachers, and others who desire to understand the behavior problems of children. It discusses every phase of the child's development and shows how his actions, reactions, and emotional needs are related to his physical growth and development. Actual experiences with "problem" children and methods of helping them are recorded.

Child Welfare

6. ***How Do the Comics Affect Your Child?** [Reviewing Stand, Northwestern Univ., Evanston, Ill.] August 14, 1949. 12pp. 10c.

Parents and teachers will be interested in this discussion of the effects of comic books on the minds and habits of children. Both the good and bad features of comics are given by which parents and teachers can help to guide children's reading patterns and direct them into the proper channels.

7. **New Ways in Discipline: You and Your Child Today.** Dorothy Walter Baruch. [Whittlesey House, 330 W. 42d St., New York 18.] 1949. 280pp. \$3.00.

Since discipline is one of the major problems of parents and teachers, this book should be of considerable help in answering their most important questions. It presents new ideas of child discipline, based on some of the principles of modern psychology and psychiatry, which will help to develop better adult-child relationships. Ways in which parents and teachers can work together to meet the emotional needs and requirements of children of all ages are suggested.

Counseling

8. ***A Counseling Aid for: High School Deans of Girls and Counselors.** [Dept. of Coordination and Placement, University of Cincinnati, Cincinnati 21, Ohio.] 1949. 34pp. Free. Limited supply.

Various career articles on business administration, applied arts, and engineering may provide interesting reading for high school seniors and college students who plan to

enter these fields. The accounts are of the actual experiences of persons engaged in careers in these fields and are therefore helpful and practical in approach.

9. **Counseling the Attendance Offender.** Theodore S. Johnson. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1949. 24pp. \$1.00.

This monograph lists and discusses the most frequent types of school attendance problems and points out the counselor's role in determining the cause and taking disciplinary action. Such problems as absenteeism, illness and health, illness and dismissal, and tardiness are among those discussed in detail. Suggestions for counselor action, and ways in which school and parents can cooperate to solve the attendance problems are included.

10. **Counseling the Individual Student.** John W. Rothney and Bert Roens. [William Sloane Associates, 119 W. 57th St., New York 19.] 1949. 364pp. \$3.00.

Written especially for prospective counselors and teachers, this text offers counseling procedures and follow-up techniques to be used in studying students as individuals. Educational, emotional, and vocational problems are presented in specific case studies and the solutions given may be of considerable aid to the counselor in meeting similar problems. Many activities in which counselors must engage to make their guidance programs effective are listed.

11. **Counseling Technics in College and Secondary School.** Ruth Strang. Rev. ed. [Harper and Bros., 49 E. 33d St., New York 16.] 1949. 302pp. \$4.00.

Based on the author's own experiences and those of authorities in this field, this book presents a discussion of counseling from all points of view. In it the characteristics of a good counselor are described and different types of counseling techniques are evaluated. Teachers, counselors, and school officials will find this book a source of up-to-date information for use in their counseling program.

12. **Guide to Guidance.** Ed. by M. Eunice Hilton. Vol. XI. [Syracuse

University Press, Syracuse, N. Y.] 1949. 59pp. \$1.25.

Of interest to deans, counselors, advisors, teachers, and administrators, this edition, eleventh in the annual series, offers a selected bibliography of 1948 publications on guidance. It covers such areas as: the organization and administration of guidance programs; tools and techniques of counseling; problems, materials and methods in special areas of counseling; and student organization and activity. A special article on the art of counseling is included.

Curriculum

13. **Elementary Teachers Guide to Free Curriculum Materials.** 6th ed. Ed. by J. G. Fowlkes and D. A. Morgan. [Educators Progress Service, Randolph, Wis.] 1949. 348pp. \$4.50.

An annotated list of booklets, pamphlets, bulletins, maps, atlases, charts, exhibits, scripts, transcriptions, and books, this book provides a complete, up-to-date source of free educational materials. The subject index, an added feature of this edition—the sixth in the annual series—makes it a convenient, easy-to-use reference which will be an important addition to any school library.

Education

14. **Building Public Confidence in Schools.** [Assn. for Supervision and Curriculum Development, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1949. 60pp. \$1.00.

This book will be of interest to administrators, teachers, parents, and anyone concerned with the development of better schools. It describes five planning and action programs in which school and community agencies work together to provide better programs of instruction in schools. The value and tested results of such cooperation are discussed and illustrated by specific examples.

15. ***Outstanding Educational Books of 1948.** [Education Dept., Enoch Pratt Free Library, Baltimore, Md.] 1949. 4pp. 5c. Reprinted from the *NEA Journal*, May, 1949. This is an annotated list of 42 outstanding

books, published during the year 1948, which were examined and evaluated by educational authorities. They are classified under such headings as: education for today, psychology and child study, teacher education, curriculum and teaching methods, secondary education, handicapped children, audio-visual education, vocational education, health and physical education, and special subjects.

16. **Requirements for Certification of Teachers, Counselors, and Administrators; For Elementary Schools — Secondary Schools — Junior Colleges.** 14th ed. Robert C. Woellner and M. Aurilla Wood. [Univ. of Chicago Press, 7550 Ellis Ave., Chicago 37.] 1949-50. 109pp. \$3.50.

This up-to-date reference should be made available to all prospective teachers and counselors who wish to obtain initial certificates. The information is given according to state and is supplemented by data on the recommendations of regional and national associations. Sources of information on teacher applications in the U.S. possessions are also included.

17. **The Teacher and the Small Community.** Howard Y. McClusky. [Univ. of Nebraska Press, Lincoln, Neb.] 1948. 62pp. 75c.

This book emphasizes the relation between the school and community and shows how education contributes to the social structure of the community life. A thorough discussion of the teacher's role in community organization and improvement is included.

Educational Psychology

18. **Educational Psychology.** Lester D. Crow and Alice Crow. [American Book Co., 88 Lexington Ave. New York 16.] 1948. 599pp. \$4.25.

Written to help teachers increase their understanding of the objectives and processes of learning, this book gives a thorough treatment of psychological facts and principles as applied to the educative process. It discusses the teacher's responsibility in guiding pupil learning; the physical, mental and emotional development of children; and the individual's personal, social, and vocational adjustment. Of importance to all teachers, prospective teachers, and administrators.

Elementary Education

19. **Suggestions with Regard to Some Persistent Elementary School Problems.** Vol. XXV, No. 1. [Indiana Univ. Bookstore, Bloomington, Ind.] 1949. 35pp. 50c.

A series of articles presented to help school administrators with some of their problems on elementary school organization. They discuss such topics as: age of entrance; the individual needs of children; midyear promotions; and the problem of reporting the pupil's progress in school to parents. Practical suggestions are given for meeting each problem.

Human Relations

20. **Curriculum in Intergroup Relations — Secondary Schools.** [American Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1949. 168pp. \$1.25.

Written by the staff of Intergroup Education in Co-operating Schools, this book presents case studies of instruction in secondary schools. It will be of interest to those who are responsible for curriculum planning and those who desire to develop programs in intergroup relations in their schools and classrooms. Helpful and practical procedures for initiating and carrying out such programs are outlined.

21. **Reading Ladders for Human Relations.** Rev. ed. [American Council on Education, 744 Jackson Pl., Washington 6, D. C.] 1949. 115pp. \$1.25.

This booklet will provide the teacher with well-selected books concerned with problems on human relations and differences between people. They are grouped around such themes as: "Patterns of Family Life," "Community Contrasts," "Economic Differences," "How it Feels to Grow Up," and "Belonging to Groups." Suggestions are included for using these books for discussion—at various age and grade levels—as an aid to developing the human relations themes.

Mental Hygiene

22. ***The Teacher's Role in Mental Health Defense.** Robert H. Felix. [Office of Education, Federal Security

Agency, Washington 25, D. C.] 1949. 2pp. Free. Reprinted from *School Life*, Jan., 1949.

The importance of helping teachers and other professional workers develop an understanding of the basic principles of mental hygiene is emphasized here. The author feels that this should be a necessary part of their training in order that they may help children who have emotional and mental problems.

Reading

23. ***Basic Reading Practices.** Emmett A. Betts. [The Reading Clinic, Dept. of Psychology, Temple Univ., Philadelphia 22, Pa.] 1948. 7pp. 25c. Reprinted from *Visual Digest*, Winter, 1948.

This monograph lists and describes some of the causes and symptoms of common reading difficulties. Suggestions for meeting this problem through individual or group instruction and for discovering the child's reading level are given. Teachers will find this material helpful in remedial and instructional reading classes.

24. **Read and Comprehend.** Pearle E. Knight and Arthur E. Traxler. Rev. ed. [D. C. Heath and Co., 285 Columbus Ave., Boston 16, Mass.] 1949. 298pp. \$2.20.

Since many high school students are poor readers, this book is designed as a practice guide to help them develop reading skills. It contains group instruction for students whose rate of reading and comprehension make their school work inefficient. Different types of reading problems and techniques for attacking them are presented. A developmental reading course for all high school students may be organized around the suggested activities.

School Administration

25. ***Educational Leadership in Action.** John Lund. [Federal Security Agency, Office of Education, Washington 25, D. C.] 1949. 15pp. Free.

This report of a study made to encourage the expansion of democratic school administration will be of interest to persons or groups who are responsible for establishing the policies of public school administration.

Practices concerning the participation by citizens, staff, and youth in planning and developing educational policies, programs, and procedures in local communities are presented.

Secondary Education

26. **Bibliography on Secondary Education and Related Fields.** Nelson L. Bossing and Others. 2d ed. [Assn. for Supervision and Curriculum Development, N.E.A., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1949. 28pp. 50c.

A classified and annotated list of books that will help high school teachers and others working in the field of secondary education to keep up with current literature in that field. It will also serve as a guide to recent developments in theory and practices of instruction in the junior and senior high schools.

Social Problems

27. **Social Living.** Paul H. Landis and Judson T. Landis. Rev. ed. [Ginn and Co., Statler Bldg., Boston 17, Mass.] 1949. 404pp. \$3.20.

The aim of this book is to give the student an understanding of himself in his proper relation to his social world, its institutions, and its problems. Such problems as those of family and youth in the field of dating, courtship, marriage, divorce, crime, and character development are presented. It is illustrated throughout in terms of the daily struggles and experiences of young people.

Student Personnel Services

28. ***Administrative Relationships of the Guidance Program.** Misc. 3314-8. [Federal Security Agency, Office of Education, Washington 25, D. C.] 1949. 24pp. Free.

The aims and functions of a guidance program in the area of administration are described in this report. It lists several abilities necessary if the counselor is to work effectively with the administrator and teachers of the school, the parents and community, and other out-of-school individuals, groups, and agencies in need of services.

29. **Group Guidance — Principles, Techniques and Evaluation.** Robert Hoppack. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1949. 393pp. \$3.75.

Prepared to help beginners understand the problems of group guidance, this book explains what to do and how. The material presented is primarily concerned with the areas of orientation, educational guidance, and vocational guidance. It is divided into three main parts: Principles, which explain the fundamentals and show what to expect from group guidance; Techniques, which suggest projects that may be used as the basis of a group guidance program; and Evaluation, which reviews what has already been done in group guidance and evaluates the results.

30. **Practical Child Accounting.** Fred C. Ayer. [The Steck Co., Ninth & Lavaca Sts., Austin 1, Texas.] 1949. 238pp. \$4.00.

School administrators who wish to develop an effective system of child accounting and to improve their student personnel services will find this book of considerable value. It discusses the purposes and values of child accounting records and suggests methods of securing information and of keeping records which will contain a complete educational history of the child and serve as a guide to his future development. Sample forms of elementary and high school records are included with instructions for using them. Other forms and widely used report cards are also illustrated.

Teachers, Training of

31. **College Teaching and College Learning.** Ordway Tead. [Yale Univ. Press, New Haven, Conn.] 1949. 56pp. \$2.00.

Designed especially for teachers, prospective teachers, and administrators of teacher-training institutions, this book is concerned with the improvement of methods of teaching. It considers the effectiveness of the teacher as a teacher and as a person; the learning process; and points out specific ways of improving both teaching and learning practices.

Vocational Guidance

32. **Out-of-School Vocational Guidance.** Roswell Ward. [Harper and

Bros., 49 E. 33d St., New York 16.] 1949. 155pp. \$2.50.

Intended for use by vocational counselors, personnel workers, and community service groups, this book presents a thorough discussion of the need for vocational guidance services for out-of-school youth and adults.

It offers a guidance program designed to help the individual discover his capabilities and find the job best suited to his interests and aptitudes. The qualifications and requirements of a vocational counselor in out-of-school service and suggestions for organizing and operating the counseling services are included.

for the **STUDENT**

Items listed in this category are divided into two groups: **Life Adjustment Material**, which gives information about social, personal, and school problems; and **Vocational Material**, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Adolescence

33. **For Juniors: How Girls Grow.** Frances P. Arnold and Others. [The Girls' Friendly Society, 386 Fourth Ave., New York 16.] 1948. 24pp. 50c.

To be used with girls of elementary school age, this pamphlet contains suggestions of simple, dramatic exercises that will help them to understand themselves and others. The exercises are designed to express emotions and actions—with or without words. Creative dramatics can be used in a variety of ways to help further the child's personal development, mentally, physically, and socially.

Consumer Education

34. **Your Personal Economics: An Introduction to Consumer Education.** Augustus H. Smith and Others. Rev. ed. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1949. 458pp. \$2.40.

This easy-to-read book was designed for use by students in the earlier years of high school to help them meet the consumer and economic problems of everyday life. It deals with problems of immediate concern for the student as well as those he will face in later life. Choosing the right vocation; getting and holding a job; budgeting and saving; banking; and wise buying and spending are some of the important factors discussed.

Extracurricular Activities

35. ***1949 Student Councils Handbook.** [Natl. Assn. of Secondary-School Principles, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1949. 128pp. Free to school-council members.

This handbook gives a complete report of the Thirteenth Annual National Conference of Student Councils which was held in Cincinnati, Ohio in June, 1949. It contains suggestions for student projects, students' recommendations on current school issues, important addresses, and reports of discussion groups. The twenty discussion topics considered what the student councils can do to promote better group relations, community life, and to develop good future citizens. Information is also given concerning the Fourteenth Annual Conference to be held in June, 1950.

Libraries

36. **†Use Your Library.** Produced by E. Ben Evans. [Amer. Library Assn., 50 E. Huron St., Chicago 11.] 1948. 77-fr. filmstrip, 35mm., b/w. \$5.00.

Prepared for junior and senior high school students, this filmstrip presents photographs with captions to show students how to use the library. Part I — "How to Find Books" — shows catalog cards by subject, title, and author. Part II — "How to Find Brief Facts" — shows the entries in ency-

clopedias and other reference books. Part III — "How to Find Magazine Articles and Pamphlets" — introduces the student to the Reader's Guide and pamphlet file. This filmstrip may be used by teacher or librarian as a basis for discussion of library technique.

Occupations, Choice of

37. ***Tests Can't Reveal What Career Is Key to Your Success.** Arthur L. Benson. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington, D. C.] 1949. 4pp. 20c. Reprinted from *The Career News*, Aug., 1949.

High school youth who are considering their future careers will be interested in this discussion of tests and their role in career-planning. Various kind of tests and what they can reveal about abilities and aptitudes are described. Other important factors to consider in choosing an occupation are also discussed.

Part-time Employment

38. ***The Twenty Hour Week.** [Mademoiselle, 122 E. 42d St., New York 17.] 1949. 10c. Reprinted from *Mademoiselle*, Nov., 1949.

This report contains examples of young women who are engaged in profitable part-time work. Most of the part-time jobs are in fields where schedules may be easily changed; in organizations or businesses on limited budgets; and where there are shortages of workers. Students and other young workers who wish to secure part-time employment may find these examples helpful in locating the job that suits their interests.

Schools and Education

39. ***Directory of Private Business Schools in the United States.** J. S. Noffsinger. [Natl. Council of Business Schools, Washington 9, D. C.] 1949. 31pp. Free.

This directory lists schools which have been carefully inspected and approved by the National Council of Business Schools. The schools are listed according to the state in which they are located and the courses offered by each are indicated. An invaluable reference for vocational advisors,

guidance workers, and prospective business students.

40. ***FREC Directory of Colleges Offering Courses in Radio and Television.** 1948-49. Gertrude G. Broderick. [Federal Security Agency, Office of Education, Washington 25, D. C.] 1949. 30pp. Apply.

With the growth and development of electronic arts, more than 400 institutions of higher learning now offer various types of courses in radio and television. This directory lists the schools according to the state in which they are located, and indicates the courses offered by each. A helpful guide to those interested in the training possibilities in this expanding field of opportunity.

Sex Education

41. **The Stork Didn't Bring You.** Lois Pemberton. [Hermitage Press, Inc., 8 E. 61st St., New York 21.] 1948. 213pp. \$2.75.

Written in simple, non-technical language that may be easily understood by teenagers, this book presents a straightforward discussion of the facts of life. Its simple, factual truths will help remove the doubts and fears of teen-age boys and girls and answer some of their most perplexing questions. Parents, teachers, and counselors may wish to use this book in counseling adolescents and in helping them to better understand themselves.

Social and Personal Adjustment

42. **How to be a Better Speaker.** Bess Sondel. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 48pp. 60c.

Bess Sondel, a semanticist and lecturer at the University of Chicago, believes that anyone can be a better speaker by carrying over the spontaneous, creative speech of everyday conversation to more formal speaking situations. In this booklet for teenagers, she presents a valuable program for accomplishing this goal. Discussed are the essentials of good speech, how to make a speech accomplish a purpose, good speech habits, and how to prepare and deliver a speech. The material is presented in a unique fashion that ties in directly with effective speech, and is illustrated with clever sketches.

43. **Manners Made Easy.** Mary Beery. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1949. 327pp. \$2.40.

Written to give teen-age boys and girls practical, up-to-date information on etiquette, poise development, social usage and conduct, this book discusses how, why, and what to do. The material is presented in a simple, informal style and deals with situations in the everyday life of the student — at home, school, work, and social activities. Photographs are included to illustrate the situations discussed throughout the book.

VOCATIONAL INFORMATION

Advertising and Public Relations

45. ***Public Relations.** Vol. XLII, Bulletin No. 4. [Simmons College, 300 The Fenway, Boston 15, Mass.] 1949. 4pp. Free.

This bulletin describes the field of public relations and publicity and lists various activities in which there are job opportunities. Some of the duties involved in the practice, the general and professional training required, and the personal qualifications necessary for success in the field are listed. The opportunities for women in public relations are also discussed.

46. **Public Relations and Publicity.** Gertrude W. Simpson. Occupational Abstract No. 124. [Occupational Index, Inc. New York Univ., Washington Sq., New York 3.] 1949. 6pp. 50c.

After discussing the variety of activities carried on in the field of public relations and the future prospects of the occupation, this leaflet describes the personal qualifications and training requirements necessary for entry and success in the field. Working conditions, earnings, opportunities for advancement, advantages, and disadvantages are included.

Art

47. ***New York Cinderellas.** Nancy W. Walburn. [Mademoiselle, 122 E. 42d St., New York 17.] 1949. 6pp.

Vocational Guidance

44. ***Know Thyself.** [Chronicle Press, Moravia, N. Y.] 1949. 1pp. 10c. Reprinted from *Guidance Chronicle*, Apr., 1949.

Designed especially for eighth and ninth grade pupils, this article presents a plan to help them understand their own interests, abilities, and aptitudes. The procedures suggested will also help them to realize the importance of these factors and utilize their findings when making vocational choices.

- 10c. Reprinted from *Mademoiselle*, Oct., 1949.

Directed to the many young girls who have dreams of becoming models, this article describes the model's work and gives down-to-earth common-sense advice about the possibility of succeeding in a modeling career. Personal qualifications, earnings, suggestions for getting started, and disadvantages of the profession are included. Photographic, fashion-show, and show-room modeling are illustrated.

48. ***Art, Design, Photography.** [Chronicle Press, Moravia, N. Y.] 1949. 2pp. 10c. Reprinted from *Guidance Chronicle*, Oct., 1949.

Young men and women who possess artistic talents and creative abilities will find a wide field of opportunity in business. This article describes the fields of commercial art, which includes photography, and industrial design. Job opportunities, training requirements, personal qualifications, and future outlook are included.

Building Trades and Construction

49. **Employment Outlook in the Building Trades.** Occupational Outlook Series, Bulletin No. 967. Bureau of Labor Statistics, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1949. 121pp. 50c. This bulletin describes the field of work and the employment outlook in the major

types of building trades. It gives information on earnings, working conditions, opportunities for advancement, personal qualifications needed, and training requirements. Suggestions for entering and getting started toward success in the occupation are included. The geographical distribution of employment opportunities is also discussed.

50. ***Jobs in Air Conditioning.** [Chronicle Press, Moravia, N. Y.] 1949. 2pp. 10c. Reprinted from *Guidance Chronicle*, Sept., 1949.

Employment opportunities for trained men in the field of refrigeration and air conditioning are discussed in this "Job Brief." It considers both categories of the work — mechanics and servicemen. Job and working conditions, entry requirements, possible employers, and salaries are covered.

Domestic and Personal Service

51. ***Barber.** W. B. Wilson. Rev. ed. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1949. 4pp. 7c.

After describing the nature of a barber's work and tracing the development of the profession, this monograph goes on to list the qualifications and preparations necessary for entry and success in the occupation. Working conditions, opportunities for advancement, and salaries are included. Some suggestions for getting started, a number of advantages, and the chief disadvantages are also given.

Government and Public Service

52. **How to Go into Politics.** Hugh D. Scott, Jr. [The John Day Co., 62 W. 45th St., New York 19.] 1949. 197pp. \$2.75.

A practical guide for the young man or woman interested in a political career, this book is entertaining as well as informative. How to get started toward the career; how to work up; what to do and what not to do; how to make speeches; and many other factors are discussed in a light, breezy style of writing that young people will enjoy. Appendices include a sample constitution and by-laws for a political group, and some questions and answers on American government.

Health

53. ***The American Registry of X-Ray Technicians, 1949-50.** [Alfred B. Greene, Exec. Sec., 2900 E. Minnehaha Pkwy., Minneapolis 6, Minn.] 1949. 11pp. Apply.

The value and importance of the service of X-Ray technicians are discussed in this leaflet. It contains a description of the work and gives information concerning personal qualifications, education and training, certification and registration requirements, related fields, and sources of employment.

54. **Doctor of Medicine.** Irma Gross Drooz. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1949. 308pp. \$3.00.

High school students who wish to become doctors will be interested in this story of a young woman as she makes her journey through medical school, internship, residence, and into practice. It is entertaining as well as informative, and the reader will get a glimpse into the lives of those in the medical profession, their patients, and the hospitals. In general, a vivid, overall picture of medical school is presented.

55. ***Occupational Therapist.** Isabel M. Robinson. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1949. 4pp. 7c.

This monograph describes occupational therapy as a field which offers widespread opportunities for young women. Duties, working conditions, personal and educational requirements, average annual salaries, and suggestions for getting started toward the profession are listed. Since the field is not crowded, at present, chances for advancement are limited only by ability.

56. ***Pharmacist.** R. O. Hurst. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1949. 4pp. 7c.

How and when the profession of pharmacy began, what it includes, and the variety of opportunities open to the trained pharmacist, in addition to the retail drug business, are discussed in this monograph. Working conditions, necessary qualifications and preparation, opportunities for advancement, wages, advantages and disadvantages, methods of getting started, and related occupations are also included.

57. ***Physical Therapy—It's Scope and Employment Opportunities.** [The American Physical Therapy Assn., 1790 Broadway, New York 19.] 19pp. Free. Reprinted from various issues of the *Physical Therapy Review*.

This is a series of articles which discuss the range of opportunities in the physical therapy phase of medical science. The articles describe jobs in the public health service, cerebral palsy field, Veterans Administration, large and small hospitals, children's hospitals, and other areas. Information is included on eligibility requirements, duties, working conditions, and salaries for each phase of work.

Home Economics

58. ***Your Career in Home Economics Research.** [Research Dept., American Home Economics Assn., 700 Victor Bldg., Washington 1, D. C.] 1948. 16pp. 35c.

This pamphlet describes the various types of home economics research and discusses the job opportunities offered in each. Working conditions, personal qualifications, training requirements and experiences, general salary scales, and some advantages of the profession are discussed. Research in housing and equipment, food and nutrition, family economics and home management, textiles and clothing are some of the areas covered.

Library Work

59. ***Books and People: A Career in Library Science.** [American Library Assn., 50 E. Huron St., Chicago 11.] 1949. Apply.

Young men and women who like to work with people and who are interested in books will find that a career in library science offers just such attractions. This folder describes a variety of positions in the field of library science and lists the personal qualifications and professional training necessary for success. Information is included on schools, working conditions, salaries, opportunities for advancement, and future outlook.

Occupations, General

60. **Building America: Communication.** [Building America, 140 N. Sixth

St., Philadelphia 6, Pa.] 1948. 30pp. 45c.

This booklet presents a survey of the history and importance of America's system of communication—mail, telephone, telegraph, press, radio—and analyzes the progress which has been made. Both modern and early equipment and systems are described and illustrated with pictures of various types of workers employed by the communications industry. Students who are considering communications as their job field will get an over-all picture of this vast system.

61. ***Federal Jobs Outside the Continental United States.** Pamphlet No. 29. [U. S. Civil Service Commission, Washington 25, D. C.] 1949. 29pp. Free.

Employment opportunities with the Federal Government outside the United States are listed in this pamphlet. Information is given concerning the types of positions, conditions of employment, salaries, age and training requirements, housing, and areas of employment for each department and agency. General civil service information is also included.

62. ***Thinking About Your Future?** [State Dept. of Public Health, 760 Market St., San Francisco, Calif.] 1949. 15pp. Free.

For students who have not yet chosen careers, this pamphlet lists and describes many interesting and worthwhile jobs in the field of public health. Health officer, public health nurse, sanitarian, and laboratory technician are some of the positions included. Working conditions, training requirements, job opportunities, and salary scales for each position are also given.

63. **Vocational Opportunity Kit.** [Office of Vocational Guidance, Natl. Urban League, 1133 Broadway, New York 10.] 1949. \$1.00. Limited supply.

This well-packed kit contains educational and guidance literature for aid in counseling Negro youth. Special guidance leaflets for counselors, program aids, vocational bibliographies, and a series of "Your Career" leaflets are included. Counselors, teachers, librarians, and others who work with Negro youth will find this kit of invaluable assistance.

Printing and Publishing

64. ***Careers in Printing Trades.** [B'nai B'rith Vocational Service Bureau, 1746 M St., N.W., Washington 6, D. C.] 1949. 4pp. 20c.

Job descriptions of three groups of printing trade workers are given in this folder. It lists the preparations necessary for getting started toward the occupation. Qualifications, wages and hours, advantages and disadvantages are covered.

65. **Your Career in Printing.** [New York Employing Printers Assn., 461 Eighth Ave., New York 1.] 1949. 24pp. 75c.

This booklet describes the opportunities for young men in the printing industry. It lists a variety of occupations and discusses the working conditions and chances for advancement. Suggestions for getting started toward the occupation are also listed.

Radio Broadcasting

66. ***Radio and Television Bibliography.** Gertrude G. Broderick. Bulletin No. 17. Office of Education, Federal Security Agency. [Govt. Print. Off., Washington 25, D. C.] 1949. 33pp. 15c.

An annotated bibliography of general radio and television sources, this bulletin also gives sources of information on careers in radio and other specific areas of radio education. Teachers and students of radio and television will find this bulletin a helpful reference.

Rail Transportation

67. ***Employment Outlook in Railroad Occupations.** Bulletin No. 961. Bur. of Labor Statistics. [Govt. Print. Off., Washington 25, D. C.] 1949. 52pp. 30c.

This bulletin gives detailed information on the future employment prospects in railroad occupations and describes a wide variety of jobs offered by this field, including many which are unfamiliar to the general public. Qualifications needed, duties, earnings, opportunities for advancement, working conditions, and some suggestions for entering a career in railroading are given. Pictures,

charts, and tables present a graphic account of the job opportunities afforded by the industry.

Recreation

68. ***Sources of Training in Canada for Leadership in the Recreation Field.** [The Canadian Welfare Council, 245 Cooper St., Ottawa, Canada.] 1948. 50pp. 30c.

A report of some of the typical courses and the different types of training in recreation leadership now available in Canada. It includes descriptions of the opportunities for leadership and the types of training offered on the graduate level, the undergraduate level, and as a part of teacher training. Some sources of informal training — short courses — are also listed and described.

Religious Work

69. **A Preliminary Survey of Vocational Opportunities in the Protestant Christian Work-Field.** Edwin K. Gedney. [Gordon College of Theology and Missions, Boston 15, Mass.] 1948. 82pp. \$2.00.

This booklet describes the many and varied job opportunities in the Christian work-field and lists the requirements and activities which pertain to each. It will be helpful to students desiring to enter the field of religious work and to youth leaders and religious guidance workers in counseling young people.

Repairing Services

70. ***Automobile and Truck Mechanics.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1949. 30pp. 25c.

The information in this Occupational Guide was prepared primarily for use in the Detroit area, but it will be of general importance to interested persons in any area. It lists and describes various jobs in motor-vehicle repair and the qualifications and training necessary. Wages, working conditions, and other factors are also considered.

71. ***Careers in Office Machine Repair.** Louis Ravin. Rev. ed. [B'nai

B'rith Vocational Service Bureau, 1746 M. St., N.W., Washington 6, D. C.] 1949. 4pp. 20c.

This folder discusses the employment outlook for skilled office machine servicemen. It describes the working conditions, duties, advantages and disadvantages of the job, and lists the qualifications and preparation necessary for entry. Suggestions for methods of beginning the trade, the earnings to be expected and information concerning apprenticeship are included.

Repairing Services

72. *Job Description for Electrical Repairman. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 5pp. 5c.

This Occupational Guide describes the work performed by one who installs, repairs, and maintains electric lighting, power, and communication systems either for public, industrial, or commercial use. Information is included on training, working conditions, and related occupations, but earnings are not discussed.

Retail Trade

73. *Careers in Retail Business Ownership. Robert Shostek. [B'nai B'rith Vocational Service Bureau, 1424 Sixteenth St., N.W., Washington 6, D. C.] 1946. 347pp. 19c.

This book which lists and describes 35 different retail fields that make up 92 per cent of all retail businesses, formerly sold for the price of \$2.00. Through the kindness of an anonymous donor, however, it is now offered free to public and school libraries. The charge of 19c is made to cover postage and packing. The book will serve as a practical guide for young people interested in retail business management.

74. *Merchandising. Maureen Daly. High School Career Series, No. 18. [Reference Library, Ladies Home Journal, Independence Sq. Philadelphia 5, Pa.] 1948. 5pp. 10c.

Since so many girls will enter a department store career, this leaflet should be popular. It describes a wide variety of jobs in this

field and outlines the necessary qualifications for each. Suggestions are given for entering the field and advancement opportunities and earnings are also discussed.

Science

75. *Careers in Science at the National Bureau of Standards. [Nat'l. Bureau of Standards, Washington 25, D.C.] 1948. 8pp. Free.

Work in four major scientific fields — physics, mathematics, chemistry, and engineering — is carried on at the Bureau of Standards. This leaflet lists the technical divisions and discusses some of the particular phases of activity performed by them. Qualifications for positions at the Bureau, salary scales, opportunities for advancement, leave and retirement benefits are listed.

76. Meteorologist. Albert V. Carlin. Occupation Monograph No. 2. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1949. 39pp. \$1.00.

What meteorologists do, their typical places of employment in addition to the Weather Bureau, and descriptions of specific jobs are included in this monograph. Information is also given concerning working conditions, earnings, personal qualifications, educational requirements, training centers, promotional opportunities, methods of securing jobs, and the advantages and disadvantages of the vocation. Foreign employment opportunities for meteorologists and related occupations are discussed.

77. *The Outlook for Women in Science. Bulletin No. 223-1. Women's Bur., U.S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 81pp. 20c.

After describing the recent changes which have taken place in the employment of women with scientific training, this bulletin continues with a discussion of the future outlook of women personnel in relation to the demand and supply. Information about the major scientific fields, training opportunities, and chances for advancement is given, as well as a survey of the type of jobs women fill and the handicaps they are likely to face. Practical suggestions for young women who plan to enter the field are included.

Social Service

78. Nancy Clark, *Social Worker*. Cora Kasius. (Dodd, Mead & Co., 432 Fourth Ave., New York 6.) 1949. 246pp. \$2.50.

High school or college students who may be considering social work as a career field will get an understanding of the work and training required from this book. It presents an authentic account of a young woman social worker in training and describes many of her interesting and challenging experiences. Appendixes include a list of schools offering training in social work, requirements for admission, tuition and cost of living expenses, opportunities for specialization, job opportunities, salary ranges and personnel practices. An informative as well as interesting book.

Water Transportation

79. *The Radio Operator on American Merchant Ships. Educational Pamphlet No. 13. [Pacific

American Shipowners Assn., 16 California St., San Francisco 11, Calif.] 1948. 3pp. Free. Reprint the *Pacific Coast Maritime Report*.

This pamphlet presents facts concerning the job of a ship's radio operator — his wages and his working conditions. The duties, responsibilities, and licensing requirements of a radio operator aboard ship are clearly outlined.

80. *Shipboard Occupations. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 17pp. 25c. Quantity prices.

This Occupational Guide lists and describes jobs that are available aboard ships and discusses the employment prospects in this field. Personal and professional qualifications, earnings, hours, working conditions, methods of entry, and advancement opportunities are discussed. This information applies specifically to ships operating in the Great Lakes area, but a great deal of it may be of general application.

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